

## SUMMARY SHEET

I. Description of Item

The Shelby County Sheriff's Office desires to enter into a contract with Elite Service Group, Inc. in the amount of \$237,792.00 for janitorial services in the Jail Annex located at the Criminal Justice Center, 201 Poplar Avenue. Elite Service Group received the highest overall score on their response to the RFP and as the current provider of these services at the jail has an excellent track record of meeting the Sheriff's office's need. In addition, the cost proposed in Elite Services Group's RFP response is \$10,208.00 less than the current cost.

II. Source and Amount of Funding

General Funds – FY 2017 Budget, line item 031-630302-6730, Janitorial Services, Contracted.  
- Amount: \$237,792.00.

III. Contract Items

- A. New Contract – Elite Service Group, Inc. – Not to exceed \$237,792.00 annually.
- B. Terms: July 1, 2016 – June 30, 2017 with option to renew for two additional terms:  
July 1, 2017 – June 30, 2018 and July 1, 2018 – June 30, 2019.

IV. Resolution Affects:

- A. Sub-awards – N/A
- B. Personnel – N/A
- C. Equipment – N/A
- D. Contracts – Contract with Elite Service Group, Inc.

V. Other Relevant Information:

The Sheriff's Office recommends approval of this resolution.

